SECTION B - Supplies or Services/Prices		. 4
SECTION I - Contract Clauses		8
52.252-4 ALTERATIONS IN CONTRACT. (APR 1984)		8
2452.216-76 MINIMUM AND MAXIMUM QUANTITIES OR AMOUNTS FOR ORDER.	(DEC 20	12)
		. 10
SECTION J - List of Documents, Exhibits and Other Attachments.		. 11
SECTION L - Instructions, Conditions, and Notices to Bidders		. 12
SECTION M - Evaluation Factors for Award		. 26

SECTION B - Supplies or Services/Prices

SCHEDULE OF PRICES/COSTS

The quantity set forth for Routine Construction Inspections is the government's best estimate of the total quantity to be ordered over the ordering period of the contract. In accordance with FAR \S 52.216-22(a), the quantities specified in the schedule are estimates only and are not purchased by this contract.

Contract Minimum Quantity (MIN): 680 Each
Contract Maximum Quantity (MAX): 8,250 Each

Contract Best Estimated Quantity (BEQ): 6,600 Each

CLIN	Description	Quantity	Unit	Unit Price	Amount
0001	Orientation/Post Award/Kick-off Meeting/Training/Transition- In See Attachment #1	1	LOT		
0002	Year One	XXX	EA		
	The contractor must perform Multifamily Housing Construction Inspection Services -Routine Inspections - Southeast Region: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee See Attachment #1 Ordering Period: Effective date of Contract to One Year Thereafter				
0003	The contractor must perform Multifamily Housing Construction Inspection Services - Routine Inspections - Southeast Region: Commonwealth of Puerto Rico - Main Island of Puerto Rico See Attachment #1 Estimated Quantity: 33 EA Ordering Period: Effective date of Contract to One Year Thereafter	XXX	EA		

CLIN	Description	Quantity	Unit	Unit Price	Amount
0004	Year Two The contractor must perform Multifamily Housing Construction Inspection Services -Routine Inspections - Southeast Region: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee See Attachment #1 Ordering Period: Effective One Year after date of Contract to Two Years Thereafter	XXX	EA		
0005	Year Two The contractor must perform Multifamily Housing Construction Inspection Services - Routine Inspections - Southeast Region: Commonwealth of Puerto Rico - Main Island of Puerto Rico	XXX	EA		
	See Attachment #1 Estimated Quantity: 33 EA Ordering Period: Effective One Year after date of Contract to Two Years Thereafter				
0006	The contractor must perform Multifamily Housing Construction Inspection Services -Routine Inspections - Southeast Region: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee See Attachment #1 Ordering Period: Effective Two Years after date of Contract to Three Years Thereafter	XXX	EA		

CLIN	Description	Quantity	Unit	Unit Price	Amount
0007	Year Three The contractor must perform Multifamily Housing Construction Inspection Services - Routine Inspections - Southeast Region: Commonwealth of Puerto Rico - Main Island of Puerto Rico	XXX	EA		
	See Attachment #1 Estimated Quantity: 33 EA Ordering Period: Effective Two Years after date of Contract to Three Years Thereafter				
0008	Year Four The contractor must perform Multifamily Housing Construction Inspection Services -Routine Inspections - Southeast Region: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee See Attachment #1 Ordering Period: Effective Three Years after date of Contract to Four Years Thereafter	XXX	EA		
0009	The contractor must perform Multifamily Housing Construction Inspection Services - Routine Inspections - Southeast Region: Commonwealth of Puerto Rico - Main Island of Puerto Rico See Attachment #1 Estimated Quantity: 33 EA Ordering Period: Effective Three Years after date of Contract to Four Years Thereafter	XXX	EA		

CLIN	Description	Quantity	Unit	Unit Price	Amount
0010	Year Five	XXX	EA		
	The contractor must perform Multifamily Housing Construction Inspection Services -Routine Inspections - Southeast Region: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee				
	See Attachment #1				
	Ordering Period: Effective Four Years after date of Contract to Five Years Thereafter				
0011	Year Five	XXX	EA		
	The contractor must perform Multifamily Housing Construction Inspection Services - Routine Inspections - Southeast Region: Commonwealth of Puerto Rico - Main Island of Puerto Rico				
	See Attachment #1				
	Estimated Quantity: 33 EA				
	Ordering Period: Effective Four Years after date of Contract to Five Years Thereafter				
0012	Option:	1	LOT		
	The contractor must provide transition-out services. See Attachment #1				
	To be negotiated at time of need				
0013	Option:	XXX	LOT	XXX	\$XXX
	Construction Inspection Services - Special Purpose Inspections -				
	See Attachment #1				
	To be negotiated at time of need.				

CLIN	Description	Quantity	Unit	Unit Price	Amount
				Grand Total	

SECTION I - Contract Clauses

52.252-4 ALTERATIONS IN CONTRACT. (APR 1984)

Portions of this contract are altered as follows:

HUDAR 2452.232-70 Payment Schedule and Invoice Submission (FIXED PRICE) (DEC 2012)

(a) Payment Schedule. Payment of the contract price (see Section B of the contract) will be made upon completion and acceptance of all work unless a partial payment schedule is included below

Partial	Applicable contract	Delivery	Payment	amount
payment No.	deliverable date			
1. []	\$			
2. []	\$			
3. []	\$			

Not Applicable

- (b) Submission of Invoices.
- (1) The contractor shall submit an invoice to the GTR and a copy to the CO on appropriate contractor identifying letterhead once a month for all inspections conducted the prior month. The contractor shall submit the invoice by the 15th of each month (if the 15th of the month falls on a weekend or holiday, then the following business day.) The contractor shall invoice for inspections where at least one HUD Representative's Trip Report (HUD-95379) has been completed and submitted to HUD during the month. The contractor shall summarize and specify amounts related to the incentive and disincentive payment provisions. A copy of each HUD-95379 for which an inspection fee is being billed should be included with the monthly invoice. A copy of each deliverable's cover letter returned and signed by HUD via fax or email showing acceptable or unacceptable performance should be attached to the monthly invoice of the CO's copy only. A Standard Form (SF) 1034, Public Voucher for Purchases and Services other than Personal, and a form HUD-94210-F1, Invoice Approval for Contract/Purchase Order Field Offices (for MFTDP funds only), shall be completed and submitted for each funding category applicable to that month's invoice. The GTR shall provide the contractor with detailed instructions for completing and submitting the SF 1034 and HUD-94210-F1 after contract award.

The payment offices are:

MFTDP Program Funds

CMIS

PO Box 44815

ATTN: CMIS

Washington DC, 20026-4815

HCCAV and HCIAC Program Funds

ARC/ASD/APB, Avery 3G

PO Box 1328

Parkersburg WV 26106-1328

AccountsPayable@fiscal.treasury.gov

To constitute a proper invoice, the invoice must include all items required by FAR clauses 52.212-4(g), **Invoice**, and 52.212-4(i), **Payment**. In addition to FAR 52.212-4(g), the contractor must include the following in the invoice:

- (i) Attach an alphabetical list of each project inspection invoiced;
- (ii) Applicable accounting and appropriation data;
- (iii) Date(s) of inspection;
- (iv) Project inspection price;
- (v) Attach incentive and disincentive summary;
- (vi) Total amount due;
- (vii) Contractor's signature; and
- (viii) Standard Form 1034 and HUD-94210-F1.

Where there are erasures or alterations to an invoice, evidence is required that the alteration was made with the knowledge of the payee. The payee must initial each alteration. Where the payee is a partnership or corporation, the signature (not initials) of the person altering or correcting the invoice and the person's official capacity with the partnership or corporation must be shown.

Page 9 of 40

The initials or signature of the payee must be written in permanent ink.

- (2) To assist the government in making timely payments, the contractor is also requested to include on each invoice the appropriation number shown on the contract award document (e.g., block 14 of the Standard Form (SF) 26, block 21 of the SF-33, or block 25 of the SF-1449). The contractor is also requested to clearly indicate on the mailing envelope that an invoice is enclosed.
- (c) Contractor Remittance Information. The contractor shall provide the payment office with all information required by other payment clauses or other supplemental information (e.g., contracts for commercial services) contained in this contract.
- (d) Final Invoice Payment. The final invoice shall not be paid prior to certification by the Contracting Officer that all work has been completed and accepted.

2452.216-76 MINIMUM AND MAXIMUM QUANTITIES OR AMOUNTS FOR ORDER. (DEC 2012)

- (a) The minimum quantity or amount to be ordered under this contract shall not be less than \$15,000.00.
- (b) The maximum quantity or amount to be ordered under this contract shall not exceed **8,250 Routine Construction Inspections**.

SECTION J - List of Documents, Exhibits and Other Attachments

Attachment #1 - Total Evaluated Price Matrix

SECTION L - Instructions, Conditions, and Notices to Bidders

ADDENDUM TO FAR 52.212-1-INSTRUCTIONS TO OFFERORS - COMMERCIAL ITEMS (APR 2014)

Paragraph (c), "Period for acceptance of offers" is tailored as follows: "The offeror agrees to hold the prices in its offer firm for **120** calendar days from the date specified for receipt of offers."

Paragraph (e), "Multiple offers" is deleted from the solicitation.

ADDENDA TO 52.212-1 Proposal Preparation Instructions

- A. To assure timely and equitable evaluation of the proposal, the offeror must follow the instructions contained herein. Offerors are required to meet all solicitation requirements, including terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors or subfactors. Failure to meet a requirement may result in an offer being ineligible for award. The response must consists of four (4) separate parts; Part I Narrative Summary, Part II-Price Proposal, Part III Technical Proposal, and Part IV Past Performance.
- B. The contracting officer has determined there is a high probability of adequate price competition in this acquisition. Upon examination of the initial offers, the contracting officer will review this determination and if, in the contracting officer's opinion, adequate price competition exists no additional cost information will be requested and certification under FAR <u>15.406-2</u> will not be required. If any time during the competition the contracting officer determines that adequate price competition no longer exists, offerors may be required to submit information other than cost or pricing data to support a determination of price reasonableness.
- C. The government will award a contract resulting from the solicitation to the offeror who will provide best value to the government. The government shall use the following Factors to evaluate offers:

Evaluation Criteria

This is a competitive best value source selection using Tradeoff source selection procedures. The government intends to award up to two (2) Indefinite Delivery/Indefinite Quantity contracts as a result of this solicitation. The government will make a decision on the acceptability of each offeror (acceptable/unacceptable) of each offeror. The government will award a contract(s) resulting from this solicitation to the offeror(s) who provide the best overall value to the US Department of Housing and Urban Development as determined by an integrated assessment. Among those offerors who are determined to be technically acceptable, tradeoffs

will be made between past performance and cost/price. Performance Price Tradeoff (PPT) in which competing offerors' past and present performance history will be evaluated on a basis significantly more important than cost or price considerations.

- D. Submittal of Proposal and Inquiries
 - 1. Technical Questions:

HUD must receive all technical questions no later than <u>ten calendar days</u> after the release date of the solicitation. HUD will answer questions which may affect offerors by email and post the answers electronically (e.g. Federal Business Opportunities (FBO)). When you e-mail your questions, the subject line of the email should read "FOUO\\INFO: <u>Solicitation</u>

DU205NC-15-R-xxxx - (Insert Company Name).

Potential offerors are encouraged to subscribe to email notifications when information has been posted for this solicitation.

- 2. Information Regarding Submittal of Proposals:
 - a. Proposals must be delivered to Ralph Metcalfe Building, DHUD/OCPO, Chicago
 Contracting Operations Branch, 77 West Jackson Blvd, Room 2517, Chicago IL, 60604.
 The sealed envelope or package used to submit your proposal must show the time and date specified for receipt, the Solicitation Number, the name and address of the offeror, and "To Be Opened By Authorized Government Personnel Only."
 - b. Offerors are cautioned the Ralph Metcalfe Building has visitor control procedures requiring individuals not affiliated with the installation must to go through a metal detector and packages are subject to screening prior to entrance. SOME DELAY SHOULD BE ANTICIPATED WHEN HANDCARRYING PROPOSALS. Offerors should allow sufficient time to arrive at Room 2517 PRIOR to the time specified for receipt. Late proposals will be processed according to FAR 52.212-1(f), "Late submission, modifications, revisions and withdrawls of offers."
- E. Documents submitted in response to this solicitation must be fully responsive to and consistent with the following:
 - 1. Requirements of the solicitation (CLINs & PWS) and government standards and regulations pertaining to the PWS.
 - 2. Evaluation Factors for Award in Section M, FAR 52.212-2 Evaluation-Commercial Items of this solicitation.
- F. Incorporation of Proposal

The government contemplates incorporating the price and technical proposal into any resulting contract. The government, at contract award, may incorporate all or any portions of an offeror's proposal.

G. Include Sufficient Detail

The proposal must be clear, concise, and must include sufficient detail for effective evaluation and for sustaining the validity of stated claims. The proposal should not simply rephrase or restate the government's requirements, but must provide convincing rationale to address how the offeror intends to meet these requirements. Offerors must assume that the government has no prior knowledge or experience. The government will base its evaluation on the information presented in the offeror's proposal. The government reminds the offeror that the government reserves the right to award this effort based in the initial proposal as received, without discussions.

H. Proposal Format

1. An offeror's proposal must consist of four separate volumes:

Volume	Title	Page Limitation
I	Narrative Summary	5
II	Price	N/A
<mark>III</mark>	<mark>Technical</mark>	<mark>70</mark>
IV	Past Performance	N/A

- 2. Documents submitted in response to the solicitation must be fully responsive to and consistent with the following:
 - a. Requirements of the solicitation (CLINs and PWS) and government standards and regulations pertaining to the PWS.
 - Evaluation factors for award according to solicitation provision FAR 52.212-2 –
 "Evaluation—Commercial Items" and "Addendum to FAR 52.212-2—Evaluation—Commercial Items."
 - c. The proposal must not exceed the limits stated above. If the page limitations are exceeded, the pages in excess of the limit will not be read or considered in the evaluation of the proposal. The government will not accept any changes to the contractor's proposal after the due date for proposals (See FAR 52.212-1(f) for further information regarding late proposals). If discussions become necessary, page limitations may be placed on responses to discussions. The specific page limits for discussion responses will be identified in the letters forwarding the responses to the offerors.

3. Size limit of Volume III – Technical Proposal.

- a. Offerors must limit Volume III-Technical Proposal, of their initial offers to 70 pages, except for the information specifically in (3)(d) below. Offerors are cautioned that if Volume III of their offers exceeds this limit, the government will evaluate only the information contained in the pages up through the permitted number. The government will not evaluate pages beyond that limit.
- b. A page must consist of one side of a single sheet of 8.5" x 11" paper, single spaced, using not smaller than 12 point type font, and having margins at the top, bottom, and sides of the page less than one inch in width.
- c. Text color must be black. The offeror may use color in graphics or charts for greater clarity. Text in graphics and charts must be single spaced, no smaller than 9-point Arial Narrow; text in tables must be no smaller than 9-point Arial. The size and font of headers are not dictated. No fonts may be condensed.
- d. The following information is exempt from the limitation set forth in paragraph (1):

 The cover letter and any resumes, statement of corporate capability and experience, statements of subcontractor/teaming partner capability and experience, letters of commitment, organizational charts, and graphics.
- e. Offerors are encouraged to use recycled paper and to use both sides of the paper (see FAR § 52.204-4, Printed or Copied Double-Sided on Postconsumer Fiber Content Paper).

Text color must be black. The offeror may use color in graphics or charts for greater clarity. Text in graphics and charts must be no smaller than 9-point Arial Narrow; text in tables must be no smaller than 9-point Arial. The size and font of headers are not dictated. No fonts may be condensed.

f. Electronic Offers: NOTE: Do not submit on flash drive, CD-RW, or DVD-RW media. The offeror must submit electronic versions of all volumes on a single compact Disc (CD). The content and page size of electronic copies must be identical to the hard copies. If there is a difference, the hard copies will be used for evaluation purposes. Indicate on the CD, the offeror name and volume numbers and titles. Each volume must be in separate directories/folders on the CD-ROM. Use separate files to permit rapid location of all portions, including exhibits, annexes, addenda, and attachments, if any. If files are compressed, the necessary decompression application must be included and compatible with the government's Windows operating system. Multiple disks, if required, will each be

labeled with the contents. The file-naming convention for the proposed volumes is as follows. It is permissible to expand on these names if a list of the content of each is provided. Offerors must certify that each CD-ROM has been checked using the latest version of virus detection software and is virus-free. The certification must identify the virus detection software and version used.

Files	File Name
Volume I – Executive Summary	Executive Summary
Volume II – Price	Price
Volume III – Technical	Technical
Volume IV – Past Performance	Past Performance

Two electronic copies of the proposal must be submitted in a format readable by Microsoft (MS) Word 2010, MS Excel 2010, MS-Project 2010, and MS-Power Point 2010, as applicable. One copy must be unlocked in order to export the winning offeror's information into the government's contract writing systems. In addition to other instructions for submitting electronic versions of their proposal, offerors must follow these instructions:

- (a) Media. Electronic storage media must be submitted in the CD-ROM format.
- (b) MS-Word Format. Documents submitted using Microsoft Office must be saved in the Microsoft Office 2010 (DOCX) default format.
- (c) PDF Format: Submit PDF documents using only Adobe Acrobat XI or older. Do NOT submit any documents in PDF format copied as "images." All PDF files must be created in such a way to enable the textural search and copy functions in Adobe Acrobat.
 - g. Each volume must include a cover page with the following information:
 - i. Volume number and name of volume.
 - ii. Solicitation title.
 - iii. Offeror's name, address, and contact information.
 - iv. Date of proposal and validity date.
 - v. DUNS number
 - vi. Tax Identification Number (TIN)
- a. Each volume must contain a detailed table of contents to delineate the subparagraphs within that volume. Tab indexing must be used to identify sections.
- b. All volumes must contain page numbers. Offerors must use a standard page numbering system.

- c. Each volume must contain a glossary of all abbreviations and acronyms used, with a definition for each.
 - h. As part of the proposal submission, offerors must submit a Proposal Matrix using the table below or similar format, which maps what page of the proposal addresses each Performance Work Statement /tasks requirement identified under "Technical Approach", and which page of the proposal fully addresses each Evaluation Factor. The offeror must use the appropriate column to fill in the requirement as stipulated in the solicitation to which the page/section number applies.

Proposal Page(s)/Section Number(s)	Solicitation Requirement	Performance Work Statement	Instructions to Offerors	Evaluation Factors	Comments

I. Specific Instructions

 PART I-NARRATIVE SUMMARY - Submit original and two (2) paper copies and two certified virus free electronic copies in .pdf, Microsoft Word 2010. Excel files must be Excel 2010 format.

In the Executive Summary Volume, the offeror must provide the following information.

A concise narrative summary of the entire proposal, including significant risks, and highlight any key or unique features, excluding price. The salient features should agree with Section M evaluation factors/subfactors. Any summary material presented here must not be considered as meeting the requirements for any portions of other volumes of the proposal. In accordance with FAR § 52.219-14 – Limitations on Subcontracting, for a service contract, at least 50% of the contract cost incurred for personnel shall be expended for employees of the prime 8(a) concern. The prime contractor must state in their proposal submission that they will adhere to FAR § 52.219-14 and explain the percentage breakout of work accomplished by the prime and all applicable subcontractors, teaming arrangements, etc. Offerors must identify if they are submitting a proposal as a joint venture, and must identify the joint venture partners. Offerors must include a copy of the joint venture partnership agreement as an attachment to Volume I. This agreement will not be included in the five page limit.

2. PART II- PRICE PROPOSAL – Submit original and two (2) paper copies and two certified virus free electronic copies in .pdf, Microsoft Word 2010. Excel files must be Excel 2010 format.

- a. Complete blocks 12, 17, and 30 of the SF-1449. In doing so, the offeror accedes to the contract terms and conditions as written in the solicitation with attachments.
- Insert proposed unit and extended prices according to Section B clause, Schedule of Prices/Costs. Offerors must submit the prices for Section B clause Schedule of Prices/Costs in the Total Evaluated Price Matrix (see Attachment #1). Ensure that the total extended pricing for each CLIN is calculated correctly.
- c. Offerors must submit prices that are consistent with the requirements set forth in the Performance Work Statement and in the format requested in Attachment#1 of this solicitation. If the offeror proposes annual cost of living increases, the offeror must support the proposed increases with historical and relevant market index information.
- d. Complete all the necessary fill-ins in the SF-1449-Continuation Sheet. FAR provision 52.212-3—"Offeror Representations and Certifications -- Commercial Items", must be completed and returned along with your proposal. Registration in the online representations and certifications program at htttps://www.sam.gov meets this requirement.
- e. All dollar amounts proposed must be rounded to the nearest dollar by each offeror. If any rounding is overlooked, the government will round all dollars to the nearest dollar.
- PART III TECHNICAL PROPOSAL Submit original and two (2) paper copies and two
 certified virus free electronic copies in .pdf, Microsoft Word 2010. Excel files must be Excel
 2010 format.

The technical proposal must be specific and complete. Legibility, clarity and coherence are very important. The proposal should not simply rephrase or restate the government's requirements, but rather must provide convincing rationale to address how the offeror intends to meet these requirements. Offerors must assume the government has no prior knowledge of their capabilities, work processes, facilities, and experience. The government will base its evaluation on the information presented in the offeror's proposal. Elaborate brochures or documentation binding, detailed artwork, or other embellishments are unnecessary and are not desired.

- a. **Technical Approach** (Must not exceed 20 pages)
 - The offeror must submit a technical approach that demonstrates logical and feasible methods for meeting the requirements described in the PWS Tasks 4.4.1, 5.2 through 6.2 and meeting the performance objectives outlined within the solicitation.
 - The offeror must address in their technical approach how they will staff and perform construction inspection (CI) services in the Region (see PWS 1.6.2 Place of Performance).

- The offeror must submit a project schedule that demonstrates a clear understanding of the required CI services and HUD requirements with realistic timeframes for performing all PWS tasks.
- If the offeror is proposing subcontractors, teaming partners, the offeror must clearly identify what aspects of the work will be performed by the prime contractor and what aspects of the work will be performed by each subcontractor, teaming partner.
- The offeror must submit a transition-in plan according to PWS Section 1.7.1, Transition-In. The offeror must submit an orderly transition-in plan of the work acceptance and accomplishment so that any impact to the program is minimized. The transition-in plan must include a description of the transition activities to be carried out by the offeror and a timeline for the implementation and completion of all transition-in activities.

b. Quality Control Plan (Must not exceed 10 pages)

The offeror must submit a Preliminary Quality Control Plan (QCP) according to PWS 4.4.1, Quality Control Plan. The QCP must address the requirements listed in the Instructions of Offerors to ensure that all tasks are completed according to the performance standards listed in the solicitation. The offeror must submit an organizational chart that reflects the independence of the Quality Control function.

The QCP must be sufficiently detailed to provide the Contractor's methodology for identifying and recruiting qualified personnel. The QCP must provide the Contractor's methodology for resolving problems identified by the Government during reviews conducted in accordance with its Quality Assurance Surveillance Plan (QASP). The QCP must provide the Contractor's methodology for establishing an internal feedback system for support personnel, and for resolving problems identified by that feedback system. The QCP must demonstrate and validate that the services or deliverables to be provided under the contract are completed with a level of quality that meets the minimum performance threshold established in the Government's QASP. The QCP must address Quality Management Approach, Quality Assurance, Quality Control and Quality Standards.

c. Management Plan (Must not exceed 30 pages)

The offeror must submit a Management Plan that is clear, concise, and demonstrates that it will result in meeting the objectives and requirements contained in the PWS tasks identified under the instructions for Technical Approach.

- The offeror must submit a Management Plan that details:
- Key personnel and responsibilities;
- Subcontracting and teaming arrangements and reporting relationships of all subcontractors and team members;
- Successful communication and coordination between the contractor and the government personnel/roles;
- Clear lines of authority from the top of the organization to all those working on the Construction Inspection Services Program;
- Schedules of all tasks and subtasks, meetings, and deliverables;
- Quality Control Plan;
- Managing conflicts/multiple use of resources proposed to be used on multiple contracts or other contractor efforts.
- d. **Key Personnel** (Must not exceed five pages)(Resume must not exceed two pages per person submitted. Letter of Commitment does not apply to page limitations)

The offeror must submit Key Personnel resumes that demonstrate sufficient relevant prior experience, qualifications, education and certifications for personnel proposed to fill key positions identified by the offeror. The Key Personnel proposed and number identified must reflect adequate capabilities or skill sets to ensure the outcome and benefits sought by the government are achievable. The offeror must state what percentage of the Key Personnel's work week time will be dedicated to the performance of the contract. The offeror must submit letters of commitment for all Key Personnel.

Specific Key Personnel requirements are as follows:

Contract/Project Manager

Three years of recent (within the past six (6) years) satisfactory construction inspection experience related to the specific inspection tasks required by this contract. The inspection experience for the inspectors must be recent (within the past six (6) years). The inspection experience does not have to be within the last 6 years; only the experience in managing and overseeing as indicated above. Satisfactory experience is defined as three years of recent multifamily construction inspection activities or five years of experience in a combination of multifamily, single family, and commercial construction inspections, with a minimum of one of those five years being multifamily. Specific projects where multifamily experience was obtained will be listed with references who can confirm the experience.

Inspection experience must cover all activities and phases of a construction project, and not just a single activity or discipline. The experience shall demonstrate:

- A record of performing acceptable construction and warranty inspections and related construction contract administration tasks as required by this contract.
- The inspector's knowledge of and familiarity with construction, construction inspection, and construction administration.
- Knowledge of national building codes and standards, current standard
 construction methods and procedures, Federal Fair Housing Accessibility
 Guidelines, and HUD regulations and handbook requirements to ensure
 compliance with it by the owner, builder and the supervisory architect. The
 complexity of some projects may mandate that they be assigned to an inspector
 whose background indicates the ability to perform those inspections.

Alternate Contract/Project Manager

Three years of recent (within the past six (6) years) satisfactory construction inspection experience related to the specific inspection tasks required by this contract. The inspection experience for the inspectors must be recent (within the past six (6) years). The inspection experience does not have to be within the last 6 years; only the experience in managing and overseeing as indicated above. Satisfactory experience is defined as three years of recent multifamily construction inspection activities or five years of experience in a combination of multifamily, single family, and commercial construction inspections, with a minimum of one of those five years being multifamily. Specific projects where multifamily experience was obtained will be listed with references who can confirm the experience.

Inspection experience must cover all activities and phases of a construction project, and not just a single activity or discipline. The experience shall demonstrate:

- A record of performing acceptable construction and warranty inspections and related construction contract administration tasks as required by this contract.
- The inspector's knowledge of and familiarity with construction, construction inspection, and construction administration.

Knowledge of national building codes and standards, current standard construction methods and procedures, Federal Fair Housing Accessibility Guidelines, and HUD regulations and handbook requirements to ensure compliance with it by the owner, builder and the supervisory architect. The complexity of some projects may mandate that they be assigned to an inspector whose background indicates the ability to perform those inspections.

e. Staffing Plan (Must not exceed five pages)

The offeror must submit a staffing plan. The offeror must:

- Provide a narrative description of the offeror's approach for staffing the project.

 This should include discussion of how the offeror will ensure that they are adequately staffed to start the performance within two weeks after award of the contract;
- **4. PART IV –PAST PERFORMANCE INFORMATION** Only references for same or similar type contracts are desired. Submit original and two (2) paper copies and two certified virus free electronic copies in .pdf, Microsoft Word 2010. Excel files must be Excel 2010 format.
 - (a) Past Performance Surveys: The government will evaluate the quality and extent of offeror's performance deemed relevant to the requirements of this solicitation. The government will use this information submitted by the offeror and other sources such as other federal government offices and commercial sources to assess performance. The evaluation of past performance information will take in account past performance information regarding predecessor companies, key personnel who have relevant experience, or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to the instant acquisition.
 - The offeror must submit a completed chart providing the information required by the Past Performance Information chart in Attachment #11. The chart must reflect all relevant past performance contracts performed for federal agencies and commercial customers within the last three years. If the offeror has more than five (5) relevant past performance references, then the offeror must provide the most recent 5 references. Relevant contracts include services related to multifamily construction inspection services. As an attachment to the chart, the offeror must provide a narrative describing the past performance references that reflect the most relevance to the services being obtained under the contract to be awarded. The narrative must clearly state establish the relevancy of the past performance to the current requirements (Narratives must not exceed one page per reference).
 - If you're proposing to enter into a subcontracting arrangement (or use joint ventures/partners, or other entities other than the prime contractor to perform) more than twenty percent of the contract value, you must submit a separate chart and narrative as to the arrangement, including any relevant past/present performance information on previous teaming arrangements with the same partner. If this is a first time joint effort each party to the arrangement, each party to the arrangement must provide a list of past and present relevant contracts.
 - The contractor must submit the survey (see <u>Attachment #13)</u> to each past performance reference (PPR) identified in the Past Performance Volume. In

turn, the PPR must submit the completed survey to Gene H. Jackson at US DHUD/OCPO, Chicago Contracting Operations Branch, Room 2517, Chicago IL, 60604, or email gene.h.jackson@hud.gov. Evaluators shall send survey to the government no later than seven days after receipt of this questionnaire. The government will not accept questionnaires from the offeror being evaluated. HUD is requesting offerors to submit Past Performance Information **TWO**WEEKS BEFORE THE DATE FOR RECEIPT OF PROPOSALS. This will enable HUD to accelerate the evaluation process in order to meet and fulfill mission requirements. Non-compliance of the request will not deem an offeror as non-responsive, but receipt of an offeror's past performance information after the exact time specified for receipt of proposals will render the entire proposal late. Offerors are not required to submit surveys for references where past performance information is available in the Past Performance Information Retrieval Systems (PPIRS).

- If past performance from the offering firm does not exist, the offeror may substitute past performance of key personnel that will be performing major aspects of the work under any resulting contract. If the offeror chooses to make such a substitution, the offeror must clearly identify the substituted key personnel by name and title proposed. Only the past performance of Key Personnel overseeing the entirety of the proposed project will be considered in substitution for the firm's past performance under this factor. The contractor must provide the survey (see Attachment #13) to each past performance reference with first-hand knowledge of the performance of the substituted Key Personnel in sufficient tine for the reference to complete and submit the survey directly to the HUD contracting officer prior to the date and time of submission of proposals.
- (b) Subcontractor Consent: Past performance information pertaining to a subcontractor cannot be disclosed to the prime offeror without the subcontractor's consent. Provide with the proposal a letter from all subcontractors that will perform major or critical aspects of the requirement, consenting to the release of their past performance information to the prime contractor.

J. General Information

- 1. POINT OF CONTACT: The sole point of contact for this solicitation is Gene Hamilton Jackson. You may address any questions or concerns you have regarding this solicitation to Gene.H.Jackson@hud.gov, telephone (312) 913-8502; Fax (312) 353-8965. All questions and concerns must be in writing.
- 2. FEDERAL HOLIDAYS: The following federal legal holidays are observed by this installation:

New Year's Day 1 January
Martin Luther King's Birthday Third Monday in January
President's Day Third Monday in January
Memorial Day Last Monday in May
Independence Day 4 July
Labor Day First Monday in September
Columbus Day Second Monday in October
Veteran's Day 11 November
Thanksgiving Day Fourth Thursday in November
Christmas Day 25 December

- 3. The government is not responsible for any costs incurred or associated with preparation and submission of a proposal in response to this solicitation.
- 4. TEAMING/PARTNERING OFFERORS (Does not apply to page limitations): If the offeror is based on a teaming/partner relationship, the offeror must provide letters of commitment from all businesses they intend to team/subcontract with who will provide more than 10% of the total cost of labor during performance of the contract. All letters of commitment must include the following information:
- (i) Reference the solicitation number;
- (ii) Clearly state the commitment is for support as a subcontractor on any contract/order award:
- (iii) Identify the work or professional service disciplines to be provided through subcontracting;
- (iv) Identify the period covered by the commitment (e.g. contract base period and all options or other agreement);
- (v) Identify any key personnel to provide support under the subcontract;
- (vi) Provide a general description of the subcontractor's capacity to support proposed task(s) with a specific statement regarding capacity limits;
- (vii) Identify specific terms and conditions governing the commitment; and,
- (viii) Reference any prior relationship with the offeror that will indicate the potential for successful performance.

The agreement must include information which identifies the responsibilities for each entity under this contract. The agreement must demonstrate the relationship between the firms and identify contractual relationships and authorities to bind each entity of the teaming/partnering relationship.

5. JOINT VENTURE AGREEMENTS (Does not apply to page limitations): If the offeror is a joint venture, the offeror must provide letters of commitment for all parties including a copy of the joint venture agreement with the proposal. Joint Ventures are allowable on

competitive 8(a) set-asides, however, the joint venture must be received by the Small Business Administration (SBA) prior to proposal due date and approved before award of any resulting contract. If you are contemplating a joint venture on this project, you must advise your assigned SBA Business Opportunity Specialist (BOS) as soon as possible. It is also recommended that the agreement be submitted as soon as practicable to ensure compliance with established regulations. Any corrections and/or changes needed can be made only when your BOS has adequate time for a thorough review before the proposal due date. NO CORRECTIONS AND/OR CHANGES ARE ALLOWED AFTER TIME OF SUBMISSION OF PROPOSALS.

- 6. DEBRIEFINGS: The contracting officer will promptly notify offerors of any decision to exclude them from the competitive range, according to FAR section 15.503, Notification of Unsuccessful Offerors. Upon release of such notification, an offeror may request and receive a debriefing. Offerors desiring a debriefing must make their request according to FAR section's 15.505 Pre-award Debriefing of Offerors or 15.506 Post-award Debriefing of Offerors as applicable.
- 7. DISCREPANCIES: If an offeror believes that a requirement in these instructions contain an error, omission, or are otherwise unsound, the offeror must immediately notify the contracting officer in writing with the supporting rationale. The offeror is reminded that the government reserves the right to award this effort based on the initial proposal as received, without discussions.
- 8. ALTERNATE PROPOSALS: The government will not consider alternate proposals for award.

Offerors are required to meet all solicitation requirements, including terms and conditions, representations and certifications, and technical requirements. Failure to meet a requirement will result in the offeror being ineligible for award.

SECTION M - Evaluation Factors for Award

52.212-2—EVALUATION --COMMERCIAL ITEMS (OCT 2014)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers: (1) Technical Acceptability of the services offered to meet the government requirement, (2) Price, (3) Past Performance.

In the integrated assessment, upon which the award assessment will be made, Past Performance is significantly more important than Price when being evaluated. Technical factor is pass/fail.

- (b) *Options*. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).
- (c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

ADDENDUM TO FAR 52.212-2—EVALUATION—COMMERCIAL ITEMS (OCT 2014)

Paragraph (b) "Options" is hereby deleted from the solicitation.

Paragraph (a) is changed to read as follows:

1. Basis for Contract Award

a. This is a competitive best value source selection using Tradeoff source selection procedures according to FAR Subpart 15.3 as supplemented by HUDAR Subpart 2415.3 to make an integrated assessment for a best value award decision. These regulations are available electronically at the Acquisition.Gov website, https://www.acquisition.gov/?q=browsefar.

The government will select the best overall offeror, based on an integrated assessment of Technical Acceptability, Past Performance, and Price. Tradeoffs may be made only between Past Performance and Price among those offerors who have been determined to be technically acceptable, initially, or as a result of discussions, and included within the competitive range. Past Performance is significantly more important than price. Award will be made to the offeror who is deemed responsible according to FAR Part 9, as

supplemented, whose proposal conforms to the solicitation requirements (to include all stated terms, conditions, representations, certifications, and all other information required by Section L of this solicitation) and is judged, based on the evaluation factors, provides the best value to the government. This solicitation may result in award to a higher priced offeror, where the Source Selection Authority reasonably determines that superior past performance of that higher priced offeror outweighs the price difference between that offeror and a technically acceptable, lowest priced offeror with a lesser past performance confidence assessment.

NOTE: AN OFFEROR'S TECHNICAL PROPOSAL WILL BE UNACCEPTABLE IF THEY ARE UNABLE TO PERFORM CONSTRUCTIONS THROUGHOUT THE ENTIRE GEOGRAPHICAL AREA (i.e. Region).

- b. **Number of Contracts to be Awarded**: The government intends to award up to two (2) Indefinite-Delivery/Indefinite Quantity (IDIQ) contracts as a result of this solicitation. The government reserves its right to award less than 2 contracts or no contract at all. The government will make a decision on the technical acceptability of each offeror. The government will award a contract(s) resulting from this solicitation to the offeror(s) who provide the best value to the government based on a comparative assessment of all offers against the selection criteria.
- c. **Rejection of Unrealistic Offers**: The government may reject any proposal that is evaluated to be unrealistic in terms of program commitments. This includes:
 - Contract terms and conditions; or
 - Unrealistically high or low in cost/price when compared to government estimates, such as the proposal is deemed to reflect an inherent lack of competence of failure to comprehend the complexity and risks of the program.
- d. **Discussions**: It is the government's intent to award without discussions. It is imperative that the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. The government reserves the right to conduct discussions if the contracting officer later determines them to be necessary. See FAR 52.212-1(g), *Instructions to Offerors—Commercial Items*
- e. Cross Reference Matrix: The cross reference matrix will be utilized as a tool to show critical interrelationships and dependencies among the technical requirements document (Performance Work Statement (PWS)), Section L (Instructions to Offerors) and Section M (Evaluation Basis for Award). The cross reference matrix will help offerors ensure they have responded to all the evaluation criteria and proposal submittal requirements identified in the solicitation. If the matrix conflicts with any other requirement, direction, or

provision of this solicitation, the other reference shall take precedence over this matrix. Section M references in the matrix are for informational purposes only, and the government shall be obligated to evaluate proposals solely in conformance with the provisions of Section M of the solicitation.

2. Evaluation

The government will evaluate an offeror's proposal against three (3) Factors: Price, Technical Capability, and Past Performance. The government will evaluate all factors according to lowest evaluated total price. The government will evaluate the lowest-price offeror's technical proposal first to determine technical acceptability. If the offeror is technically acceptable, the government will evaluate the offeror's past performance. If the lowest priced evaluated technically acceptable offer(s) is judged to have a High Confidence performance confidence assessment, that offeror(s) represents the best value to the government and the evaluation process stops at this point. Award will be made to that offeror(s) without further consideration of any other offers.

If the lowest priced offeror is not judged to have a High Confidence performance confidence assessment, the next lowest priced offeror will be evaluated and the process will continue (in order by price) until an offeror(s) is judged to have a High Confidence performance assessment or until all offerors are evaluated. The Source Selection Authority shall then make an integrated assessment best value award decision.

Factor 1 – Price: The government will evaluate the offeror's price proposal as follows:

- a. The government will evaluate for award purposes the offeror's cost/price proposal by adding the total price for Year's One (1) (CLIN's 0001, 0002, and 0003), Two (2) (CLIN's 0004 and 0005), Three (3) (CLIN's 0006 and 0007), Four (4) (CLIN's 0008 and 0009), and Five (5) (CLIN's 0010 and 0011). The government will use the prices cited in the Total Evaluated Price Matrix to calculate the total evaluated price for each year of the contract. The government may determine that an offer is unacceptable if the prices for Year's 2-5 are significantly imbalanced.
- b. Reasonableness: The existence of adequate price competition is expected to support a determination of reasonableness. Price analysis techniques may be used to further validate price reasonableness. If adequate price competition is not obtained or if price reasonableness cannot be determined using price analysis of government obtained information, additional information in accordance with FAR Subpart 15.4 may be required to support the proposed price.
- c. **Balance:** Offerors are cautioned against submitting an offer that contains unbalanced pricing. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as

indicated by the application of price analysis techniques. Offers that are determined to be unbalanced may be rejected if the lack of balance proposes an unacceptable risk to the government. Offerors must provide a narrative clearly explaining your pricing rationale, including any price increases in Contract Year's 2, 3, 4, and 5 that exceed estimated inflation rates.

Factor 2 – Technical Capability

The government will evaluate an offeror's proposal to ensure the offeror has the ability to perform – and will perform - the requirements of the Construction Inspection Services

Performance Work Statement (PWS), Section C. Only those proposals determined to be technically acceptable, either initially or as a result of discussions, will be considered for award. The government shall evaluate the proposal against the following subfactors:

Factor 1: Technical

Subfactor 1: Technical Approach
Subfactor 2: Quality Control Plan
Subfactor 3: Management Plan
Subfactor 4: Key Personnel
Subfactor 5: Staffing Plan

The government shall evaluate the offeror's proposal against the above subfactors as they apply to the Construction Inspection Services PWS. Detailed instructions are included in FAR provision 52.212-1. During the evaluation of each proposal the government will assign each subfactor a rating as shown below. A rating of Unacceptable in one or more technical subfactors will constitute an overall rating of unacceptable for the technical evaluation. An overall rating of technical unacceptability will render the proposal ineligible for further award consideration in the absence of discussions.

The following technical rating definitions will be used in the assessment of technical capability:

Technical Acceptable/Unacceptable Ratings

Code	Rating	Description
A	Acceptable	Proposal clearly meets the minimum requirements of the solicitation
U	Unacceptable	Proposal does not clearly meet the minimum requirements of the

Code	Rating	Description
		solicitation

Subfactor 1: Technical Approach

- The government will evaluate the following regarding the proposed Technical Approach:
 - Whether the proposal demonstrates logical and feasible methods for meeting the requirements described in Performance Work Statement Tasks <u>4.4.1</u>, <u>5.2</u>
 <u>through 6.2</u> and meeting the performance objectives outlined within the solicitation;
 - Whether the proposal addresses how the offeror will staff and perform construction inspection services in the Region (see PWS 1.6.2 Place of Performance);
 - Whether the project schedule demonstrates:
 - a clear understanding of the required construction inspection services and HUD requirements; and,
 - realistic timeframes for performing all PWS tasks
 - If the proposal includes subcontractors, teaming partners, whether the proposed approach clearly identifies what aspects of the work will be performed by the prime contractor and what aspects of the work will be performed by each subcontractor, teaming partner;
 - Whether the transition-in plan is according to PWS 1.7.1, *Transition-In*, consists of the transition-in activities to be carried out by the offeror and a timeline for the implementation and completion of all transition-in activities.

The following table provides the minimum requirements for an offer to be determined acceptable under this subfactor:

Evaluation Criteria under Technical Approach	Minimum Requirement to be Determined Acceptable
--	--

Evaluation Criteria under Technical Approach	Minimum Requirement to be Determined Acceptable
Whether the proposal demonstrates logical and feasible methods for meeting the requirements described in <i>Performance Work Statement (PWS)</i> Tasks 4.4.1, 5.2 through 6.2 and meeting the performance objectives outlined within the solicitation;	The offeror must submit a technical approach that demonstrates specific methods for meeting the requirements described in PWS Tasks 4.4.1, 5.2 through 6.2 and meeting the performance objectives outlined within the solicitation
Whether the proposal addresses how the offeror will staff and perform construction inspection services in the Region (See PWS 1.6.2 <i>Place of Performance</i> .	The offeror must submit a technical approach that demonstrates that the contractor will adequately staff and perform construction inspection services in the Region (see PWS 1.6.2 Place of Performance).
Whether the project schedule demonstrates a clear understanding of the required construction inspection services and HUD requirements with realistic timeframes for performing all PWS tasks.	The offeror must submit project schedule that demonstrates a clear understanding of the required construction inspection services and HUD requirements with realistic timeframes for performing all PWS tasks.
If the proposal includes subcontractors, teaming partners, whether the proposed approach clearly identifies what aspects of the work will be performed by the prime contractor and what aspects of the work will be performed by each subcontractor, teaming partner.	If proposing subcontractors, teaming partners, the offeror must clearly identify what aspects of the work will be performed by the prime contractor and what aspects of work will be performed by each subcontractor, teaming partner.
Whether the transition-in plan is according to PWS 1.7.1, <i>Transition-In</i> , consists of the transition-in activities to be carried out by the offeror and a timeline for the implementation and completion of all transition-in activities.	The offeror must submit a transition-in plan that demonstrates an orderly transition-in plan of the work acceptance and accomplishment so that any impact to the program is minimized. The transition-in plan must describe the activities to be carried out by the offeror and a timeline for the

Evaluation Criteria under Technical Approach	Minimum Requirement to be Determined Acceptable
	implementation and completion of all transition-in activities.

Subfactor 2: Quality Control Plan

The government will evaluate whether the proposed Preliminary Quality Control Plan addresses the requirements listed in the Instructions to Offerors to ensure that all tasks are completed in accordance with the performance standards listed in the solicitation.

The following table provides the minimum requirements for an offer to be determined acceptable under this subfactor:

Evaluation Criteria under Quality Control Plan	Minimum Requirement to be Determined Acceptable
The government will evaluate whether the proposed Quality Control Plan addresses the requirements according to PWS 4.4.1 Quality Control Plan and listed in Addenda to FAR 52.212-1(I)(3)(b), to ensure that all tasks are completed according to the performance standards listed in the solicitation, and the organization chart reflects the independence of the quality control function.	The offeror must submit a preliminary QCP according to PWS 4.4.1. Quality Control Plan that demonstrates they addressed the requirements according to PWS 4.4.1 and listed in the Addenda to FAR 52.212-1(I)(3)(b), and demonstrate the organizational chart reflects the independence of the quality control function. The offeror must demonstrate that the QCP is sufficiently detailed to provide their methodology for identifying and recruiting qualified personnel. The offeror must demonstrate the QCP provides their methodology for resolving problems identified by the Government during reviews conducted in accordance with its Quality Assurance Surveillance Plan (QASP). The QCP must demonstrate the QCP provides their methodology for establishing an internal feedback system for support personnel, and for resolving problems identified by that feedback system. The QCP must demonstrate and validate that the services or deliverables to be provided under the contract are completed with a

level of quality that meets the minimum performance threshold established in the Government's QASP. The QCP must address Quality Management Approach, Quality
Assurance, Quality Control and Quality Standards.

Subfactor 3: Management Plan

The government will evaluate the following regarding the proposed Management Plan:

- Whether the proposal supports the achievement of the government's objectives and requirements outlined in the solicitation regarding:
 - Key Personnel and responsibilities;
 - Subcontracting and teaming arrangements and reporting relationships of all subcontractors team members;
 - Successful communication and coordination between the contractor and the government personnel/roles;
 - Clear lines of authority from the top of the organization to all those working on the Construction Inspection Services Program;
 - Schedules of all tasks and subtasks, meetings, and deliverables;
 - Quality Control Plan; and,
 - Approach and ability in managing conflicts/multiple use of resources proposed to be used on multiple contracts or other customer efforts.

The following table provides the minimum requirements for an offer to be determined acceptable under this subfactor:

Evaluation Criteria under Management	Minimum Requirement to be Determined	
<u>Plan</u>	<u>Acceptable</u>	
Whether the proposal supports the	The offeror must submit a management	
achievement of the Government's	plan that demonstrates their proposal	
objectives and requirements outlined in	supports the achievement of the	
the solicitation regarding Key Personnel	government's objectives and requirements	
and responsibilities.	outlined in the solicitation regarding Key	

Evaluation Criteria under Management	Minimum Requirement to be Determined	
<u>Plan</u>	<u>Acceptable</u>	
	Personnel and responsibilities.	
Whether the proposal supports the	The offeror must submit a management	
achievement of the Government's	plan that demonstrates an acceptable	
objectives and requirements outlined in	approach in providing and describing	
the solicitation regarding subcontracting	subcontracting and teaming arrangements	
and teaming arrangements and reporting	and reporting relationships of all	
relationships of all subcontractors and	subcontractors and teaming members.	
teaming members.		
Whether the proposal supports the	The offeror must submit a management	
achievement of the Government's	plan that supports the achievement of the	
objectives and requirements outlined in	government's objectives and requirements	
the solicitation regarding successful	outlined in the solicitation regarding	
communication and coordination between	successful communication and	
the contractor and the government	coordination plan between the contractor	
personnel/roles.	and government personnel/roles.	
Whether the proposal supports the The offeror must submit a manage		
achievement of the Government's	plan that demonstrates the achievement	
objectives and requirements outlined in	of the government's objectives and	
the solicitation regarding schedules of all	requirements outlined in the solicitation	
tasks and subtasks, meetings, and	regarding schedules of all tasks and	
deliverables.	subtasks, meetings and deliverables.	
Whether the proposal reflects clear lines	The offeror must submit a management	
of authority from the top of the	plan that demonstrates, addresses, and	
organization to all those working on the	reflects the clear lines of authority from	
construction inspection services program.	the top of the organization to all those	
	working on the construction inspection	
	services program.	
Whether the proposal supports the	The offeror must submit a management	
achievement of the Government's	plan that supports the achievement of the	
objectives and requirements outlined in	government's objectives and requirements	
the solicitation regarding Quality Control	outlined in the solicitation regarding the	

Evaluation Criteria under Management	Minimum Requirement to be Determined
<u>Plan</u>	<u>Acceptable</u>
Plan.	Quality Control Plan.
Whether the proposal provides an	The offeror must submit a management
acceptable approach and ability in	plan that demonstrates and provides an
managing conflicts/multiple use of	acceptable approach and ability in
resources proposed to be used on multiple	managing conflicts/multiple use or
contracts or other contractor efforts. resources proposed to be used on m	
	contracts or other contractor efforts.

Subfactor 4: Key Personnel

- The government will evaluate the following regarding Key Personnel:
 - Whether the resumes demonstrate relevant prior experience, qualifications,
 education, and certification, if applicable, for personnel proposed to fill the key positions identified in the solicitation;
 - Whether the number of key personnel identified and/or the amount of time each will commit to this effort, reflect a clear understanding of the requirement described in the Performance Work Statement; and,
 - Whether letters of commitments were submitted an acceptable.

The following table provides the minimum requirements for an offer to be determined acceptable under this subfactor:

Evaluation Criteria under Key Personnel	Minimum Requirement to be Determined
	<u>Acceptable</u>
Whether the resumes demonstrate relevant prior experience, qualifications, education, and certification, if applicable, for personnel proposed to fill the key positions identified in the solicitation.	Contract/Project Manager Three years of recent (within the past six (6) years) satisfactory construction inspection experience related to the specific inspection tasks required by this contract. The inspection experience for the inspectors must be recent (within the past six (6) years). The inspection experience does not have to be within the last 6 years; only the experience in managing and overseeing as indicated above. Satisfactory experience is defined as three years of recent multifamily construction inspection
	activities or five years of experience in a

combination of multifamily, single family, and commercial construction inspections, with a minimum of one of those five years being multifamily. Specific projects where multifamily experience was obtained will be listed with references who can confirm the experience.

Inspection experience must cover all activities and phases of a construction project, and not just a single activity or discipline. The experience shall demonstrate:

- A record of performing acceptable construction and warranty inspections and related construction contract administration tasks as required by this contract.
- The inspector's knowledge of and familiarity with construction, construction inspection, and construction administration.
- Knowledge of national building codes and standards, current standard construction methods and procedures, Federal Fair Housing Accessibility Guidelines, and HUD regulations and handbook requirements to ensure compliance with it by the owner, builder and the supervisory architect. The complexity of some projects may mandate that they be assigned to an inspector whose background indicates the ability to perform those inspections.

Alternate Contract/Project Manager

Three years of recent (within the past six (6) years) satisfactory construction inspection experience related to the specific inspection tasks required by this contract. The inspection experience for the inspectors must be recent (within the past six (6) years). The inspection experience does not have to be within the last 6 years; only the experience in managing and overseeing as indicated above. Satisfactory experience is defined as three years of recent multifamily construction inspection activities or five years of experience in a combination of multifamily, single family, and commercial construction inspections, with a minimum of one of those five years being multifamily. Specific projects where multifamily experience was obtained will be listed with

	references who can confirm the experience.
	Inspection experience must cover all activities and phases of a construction project, and not just a single activity or discipline. The experience shall demonstrate:
	 A record of performing acceptable construction and warranty inspections and related construction contract administration tasks as required by this contract. The inspector's knowledge of and familiarity with construction, construction inspection, and construction administration. Knowledge of national building codes and standards, current standard construction methods and procedures, Federal Fair Housing Accessibility Guidelines, and HUD regulations and handbook requirements to ensure compliance with it by the owner, builder and the supervisory architect. The complexity of some projects may mandate that they be assigned to an inspector whose background indicates the ability to perform those inspections.
Whether the number of key personnel identified and/or the amount of time each will commit to the effort, reflect a clear understanding of the requirement described in the <i>Performance Work Statement</i> .	The offeror must identify the number of key personnel and/or the time each will commit to the effort, and must clearly reflect an understanding of the requirements in the PWS.
Whether letters of commitment were submitted and are acceptable.	The offeror must submit acceptable letters of commitment for all Key Personnel

Subfactor 5: Staffing Plan

This subfactor addresses the suitability and of the personnel that the offeror has proposed as well as their plans for continuing to provide and manage a qualified workforce. The government will evaluate the following regarding the proposed Staffing Plan:

The following table provides the minimum requirements for an offer to be determined acceptable under this subfactor:

Evaluation Criteria under Staffing Plan

Whether the offeror's narrative description of the offeror's approach for staffing the project is appropriate for meeting the requirements of the PWS. The offeror must provide an acceptable approach for providing qualified personnel that have the qualifications and the skills required to meet the all requirements of the PWS. This must include a discussion on how the offeror will ensure that they are able to start performance within two weeks after award of the contract.

Minimum Requirement to be Determined Acceptable

The offeror must submit a staffing plan that demonstrates an approach that is appropriate for meeting the requirements of the PWS. The offeror must demonstrate they have an acceptable approach for providing personnel that have the qualifications and the skills required to meet all the requirements of the PWS. The offeror must discuss how they will ensure the government that the offeror will be able to start performance within two weeks after award of the contract.

Factor 3 – Past Performance: The government will address four components in evaluating Past Performance – Recency, Relevancy, Quality, and Overall Performance Confidence Assessment. The government will assess the past performance of the proposed prime contractor (or in the case of joint ventures or some other teaming arrangement, the primary member of the team) or that of substituted key personnel. If significant subcontracting/use of other teaming arrangements is anticipated, the government shall evaluate the past performance history of the proposed subcontractors/other team members.

Recency Assessment: An assessment of the past performance information will be made to determine if it is recent. Performance that is more recent will generally have more impact than less recent performance. Recent contracts are: (a) contracts, which have been completed within the last three years from the date of issuance of this solicitation (see Standard Form 1442, Block 6), or (b) contracts that are currently being performed (with a performance record of at least six months from the date of issuance of this solicitation). Only ongoing contracts (with a minimum performance of six months) with performance history, and contracts completed within three years from the issue date of this solicitation will be determined as recent. A contract must be deemed recent in order to be evaluated.

Relevancy Assessment: Relevant performance includes performance of efforts involving performing and managing multifamily construction inspection services that are similar or greater in scope, magnitude and complexity that the effort described in this solicitation. The purpose of the past performance evaluation is to allow the government to assess the offeror's ability to perform the effort described in this solicitation, based on the offeror's demonstrate present and past performance. Customer satisfaction is an integral part of the assessment.

Past performance relevancy will be evaluated as follows:

Rating	Definition
VERY RELEVANT	Present/past performance effort involved essentially the same scope and
	magnitude of effort and complexities this solicitation requires.

Rating	Definition
RELEVANT	Present/past performance effort involved similar scope and magnitude of effort
	and complexities this solicitation requires.
SOMEWHAT	Present/past performance involved some of the scope and magnitude of effort and
RELEVANT	complexities this solicitation requires.
NOT RELEVANT	Present/past performance effort involved little or none of the scope and
	magnitude of effort and complexities this solicitation requires.

Quality Assessment: The government will consider the performance quality (how well the contractor performed on the contract) of each reference that is both recent and relevant. The quality assessment consists of an in-depth evaluation of past performance questionnaire responses, and PPIRS information. It may include interviews with government customers, interviews with commercial clients, and interviews with other sources known to the government.

Overall Performance Confidence Assessment: The overall rating under this factor will encompass the totality of the information provided, including completeness, relevancy, and the depth, breadth, and quality of only relevant past performance information for the proposed prime contractor and proposed subcontractor/team members or substituted key personnel. The final rating will range from Excellent (High Confidence) to Unacceptable (Low Confidence). Offerors that have addressed the factor and have no relevant past performance history by the prime, any subcontractors/team members or substituted key personnel will be rated as Neutral (Unknown Confidence). Offerors that fail to address the factor will be determined to have not complied with the solicitation requirements and will receive the lowest possible rating. In conducting the past performance evaluation, the government reserves the right to use both the information provided in the offeror's Past Performance volume and information obtained from other sources available to the government, to include, but not limited to, the Past Performance Information Retrieval System (PPIRS), Federal Awardee Performance and Integrity Information System (FAPIIS), Electronic Subcontract Reporting System (eSRS), or other databases; interviews with Government Technical Representatives (GTR), Government Monitor Representatives (GTM), Contracting Officers, and commercial sources.

In evaluating past performance, the government reserves the right to give greater consideration to information on those contracts deemed most relevant to the effort described in this solicitation.

Performance Confidence Assessments

Rating	Description
EXCELLENT (HIGH	The overall assessment of the offeror's/key personnel's recent past performance
CONFIDENCE)	reveals a sufficient quantity of highly relevant and high quality past performance.
	There is no doubt the offeror will successfully perform the effort required under

Rating	Description
	the contract. The confidence of successful performance is evaluated as high.
GOOD	The overall assessment of the offeror's/key personnel's recent past performance,
(SIGNIFICANT	in terms of relevancy, quality, and sufficiency reveals a past performance record
CONFIDENCE)	in which there is little doubt the offeror will successfully perform the effort
	required under the contract. The confidence of successful performance is
	evaluated as significant.
FAIR (SOME	The overall assessment of the offeror's/key personnel's recent past performance,
CONFIDENCE)	in terms of relevancy, quality, and sufficiency reveals a past performance record
	in which there is some doubt the offeror will successfully perform the effort
	required under the contract. The confidence of successful performance is
	evaluated as some.
UNACCEPTABLE	The overall assessment of the offeror's/key personnel's past performance, in
(LOW CONFIDENCE)	terms of recency, relevancy, quality, and sufficiency reveals a past performance
	record in which there is substantial doubt the offeror will successfully perform the
	effort required under the contract. This rating may also be due to the offeror
	failing to address the factor as required and no additional information is available.
	The confidence of successful performance is evaluated as low.
NEUTRAL	The overall assessment of the offeror's/key personnel's past performance, in
	terms of relevancy, quality, and sufficiency reveals the offeror has no relevant
	past performance record which may be effectively evaluated. The performance
	risk of the offeror is neutral. The contractor is rated neither good nor bad. The
	performance risk of the offeror is neutral.

3. Solicitation Requirements, Terms and Conditions:

By submission of its offer provided in FAR provision 52.212-1, Instructions to Offerors, the offeror accedes to all solicitation requirements, including terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors or subfactors. NOTE: AN OFFEROR'S TECHNICAL PROPOSAL WILL BE UNACCEPTABLE IF THEY ARE UNABLE TO PERFORM CONSTRUCTIONS THROUGHOUT THE ENTIRE GEOGRAPHICAL AREA (i.e. Region). Offerors must clearly identify any exception to the solicitation. The government will not consider alternate proposals for award.